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UNITED STATES DEPARTMENT OF AGRICULTURE
Washington, DC 20250

Agricultural Marketing Service

Federal Grain Inspection Service

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ACTION BY: All Divisions and Offices, AMS, FGIS, and OT

Reports Management Program

I PURPOSE

This Instruction:

A   Sets forth procedures for controlling and evaluating reports in the Agricultural Marketing Service (AMS), Federal Grain Inspection Service (FGIS), *-and Office of Transportation (OT).-*

B   Assigns responsibilities for reports management.

C   Prescribes periodic surveys and reviews of recurring reports.

D   States the requirements for clearance and approval of interagency reports initiated by AMS, FGIS, *-and OT.-*

E   Prescribes the AMS, FGIS. *-and OT-* Reports Catalogs, and/or Listing, to be updated annually and issued as Desk Supplements to this Instruction.

II GENERAL

A   Effective reports management requires an organized and continuous effort to improve the quality and economy of reporting to provide management officials with information needed for decision-making.

B   The reports management program includes:

1   Agency reporting systems.

2   Output of agency reporting systems.

3   Interagency reports.

4   Public reporting and recordkeeping requirements.

DISTRIBUTION: A,M,O,S,P,F,T (AMS Catalog distr. AMS offices; FGIS Catalog and OT Listing to be distr. at later date.)	MANUAL MAINTENANCE INSTRUCTIONS: Changes starred. Remove AMS/FGIS Instr. 273-1, Rev. 2 (3-19-79). File Revision.	Page 1 4-30-80

III EXEMPT REPORTS

   A   The procedures outlined in this Instruction apply to all reports
* required by or from AMS, FGIS, *-and OT-* offices, except the following:

      1   Security classified documents (Top Secret, Secret, Confidential).

      2   One-time reports (special requests, investigative reports).

      3   Individual operating documents (applications, licenses,
certificates, personnel actions, requisitions, bills of lading, bids, claims,
etc.).

   B   Contact the Forms and Reports Management Staff, Paperwork Planning and
Systems Branch, Administrative Services (AS) Division, AMS, if in doubt as to
whether a report is exempt from the Reports Management Program.

IV   DEFINITIONS

   A   A report is recorded data or information, generally summarized,
transmitted between organizations or persons for use in determining policy;
planning, controlling, and evaluating operations and performance; making
administrative decisions; or preparing other reports. The data or information
may be in narrative, statistical, graphic, or other form and may be displayed on
paper, magnetic tapes, or other media. Following are types of reports covered
by this Instruction:

      1   Division Report. Prepared and distributed within a Division for
its own use and applicable only to the activities of that Division.

      2   External Report. Required by a Government organization other
than USDA.

*   3   Interagency Report. Required by AMS, FGIS, *-or OT-* to be
submitted by other Federal agencies (see Section VI, below).

*   4   Internal AMS, FGIS, *-or OT-* Report. Required by an AMS, FGIS,
* *-or OT-* unit.

      5   Internal USDA Report. Required by a Department agency other than
* AMS, FGIS, *-or OT.-*

*   6   Public Report. Required by AMS, FGIS, *-or OT-* to be submitted
by private citizens, firms, etc. (See AMS/FGIS Instruction 208-2, Clearance of
Plans and Report Forms for Use in Requesting Data From the Public.)

(IV A)

7   Recurring Report. A report submitted in whole or in part on a regular basis.

8   Situation Report. Submitted whenever a specific event or situation occurs. It may be required on either a regular basis or whenever the event occurs, and may require one or more submissions.

B   A reporting system is a method for grouping reports by organizational units or functions.

V   RESPONSIBILITIES

A   The Director, AS Division, is responsible for overall direction of the Reports Management Program.

B   The Reports Management Officer (Head, Forms and Reports Management Staff), Paperwork Planning and Systems Branch, AS Division, shall:

1   Serve as central coordinator for reports and reporting systems within AMS, FGIS, *-and OT.-*

2   Review each request for a proposed new report or revision of an existing report (submitted on Form AD-368, Report Clearance Request). If the need for the report justifies the cost, obtain necessary clearances and approval from the appropriate Deputy Administrator or other approving official.

3   Develop standards, procedures, and guidelines for use in periodic reports reviews to better reflect management needs, and achieve economies in reporting requirements.

4   Coordinate the clearance of interagency reporting requirements.

5   Provide staff assistance to Divisions and offices concerning the development of new reports or the modification of existing reports.

6   Plan and conduct in-depth studies of the reporting systems of individual Divisions and offices, and recommend changes to achieve efficiency and economy in the collection and distribution of information.

(V B)

7   Maintain an up-to-date reports inventory, including supple-
mentary data to substantiate the inventory.

8   Issue annual Reports Catalogs and/or Listings for AMS, FGIS,
*   *-and OT.-*

*   9   Provide liaison concerning the AMS, FGIS, *-and OT-* reports
management program with Department officials and other agencies.

10   Coordinate with the Technical Services (TS) Division any
reporting requirements which would involve the use of computer equipment or
sampling techniques.

11   Conduct continuing analyses of Agency reporting systems and
present findings to the Divisions and offices concerned.

12   Insure that internal reporting requirements are consistent with
the Freedom of Information Act, the Privacy Act, Federal Information Processing
Standards, and any other applicable laws or statutes.

C   The Director, TS Division, shall:

1   Provide technical guidance concerning the feasibility of ADP
applications in the reporting process.

2   Approve the design and installation of any reporting system
involving ADP.

D   Division Directors or other responsible officials shall:

1   Prepare Form AD-368 (original only) for each proposed new or
revised report and send to the Reports Management Officer, Paperwork Planning
and Systems Branch, AS Division.

2   Before initiating an interagency report, submit Form SF-360,
Request for Clearance of an Interagency Reporting Requirement, to the Reports
Management Officer for transmittal to and approval by the National Archives and
Records Service (see Section VI, below).

VI   INTERAGENCY REPORTS

Any Division or office which proposes to request a report from other agencies
outside USDA must submit Form SF-360, through the Reports Management Officer to
the National Archives and Records Service, GSA.

(VI)

A   Each Form SF-360 must contain the estimated reporting cost for the proposed report, including:

1   Developmental cost (systems establishment cost).

2   Operational cost (collecting and processing the information).

3   User cost (analyzing and reviewing the reported information).

B   Attach to Form SF-360:

1   A statement of justification in terms of the reporting value to management.

2   A copy of the proposed directive describing the reporting requirement.

VII   REPORTS INVENTORY

The Reports Management Officer shall maintain the AMS, FGIS, *-and OT-* reports inventories as required by Title V of the Department's Administrative Regulations.

A   The reports inventory establishes the following information for each report:

1   Report title and purpose.

2   Reference to directive or other authority establishing the report.

3   Distribution of the report.

4   Prescribed source data forms.

5   Reports superseded, if any.

6   Estimated costs.

B   The reports inventory can be used in planning reviews of reports or reporting systems and in preparing annual or special statistical cost summaries.
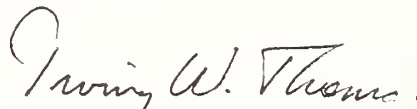
VIII REPORTS CATALOGS

The Reports Management Officer shall issue annual catalogs and/or listings of
* AMS, FGIS, *-and OT-* reports. The catalogs are designed as working references
for Divisions and offices in planning their reporting workload and in
determining the most economical and efficient way to obtain the information
supplied by the reports.

IX   SERVICE TEAM ASSISTANCE REVIEWS

The Forms and Reports Management Staff, AS Division, shall conduct service team
assistance reviews of Agency paperwork reporting systems.

    A   The purpose of service team assistance reviews is to permit program
and Administrative Services personnel to analyze selected paperwork areas and
jointly arrive at recommendations for improvement.

    B   The Forms and Reports Management Staff shall prepare a project
statement for approval by the Division Director concerned before beginning a
service team assistance review. The project statement will contain a background
statement, project proposal, method of study, names of team members, and a
proposed time schedule.

Irving W. Thomas
Deputy Administrator, Management

Attachment